

GUIDELINES FOR PREPARING RESEARCH NEEDS STATEMENTS

Rev 5/1/07

A research needs statement provides a brief summary of the proposed research. The preferred length of a research needs statement is up to two pages; however, a length of up to three pages is permissible as needed.

A research needs statement covers the following:

Title	Provide a short, descriptive title.
Problem Statement	Provide a concise description of the proposed research project including a statement of the problem to be solved or the research need.
Literature Search	Submitters are required to do a literature search before submittal to avoid duplication with current or past research. Searches should include review of the TRIS (http://ntl.bts.gov/tris) and Research in Progress (http://rip.trb.org/search) databases.
Research Objective	A statement of the specific research objective, defined in terms of the expected final product, which relates to the general problem statement above. Define specific tasks as necessary to achieve the objective and methods of investigation.
Research Significance	Provide an explicit statement of the final product of the research and how it is to be used by GDOT at the close of the project. Discuss the direct benefit to GDOT from the proposed project and its implementation. Include a benefit/cost ratio of implementing the project findings and/or deliverables. Discussion may be expanded for multiple objectives and deliverables. The benefit should be quantified in dollars, and include a general explanation of how it was derived. The cost would be the total project cost not including implementation costs outside of the project.
Project Duration	Indicate the proposed duration of the project.
Cost Estimate	Provide an estimate of the total cost of the project.

Statement Developer(s)	Provide the name(s), phone number, e-mail address, and contact information for the person(s) developing the statement.
Investigator(s)	Provide the name(s) and contact information of proposed Project Director.
Agency	Provide the name of the agency/institution proposing the research.
Date of Submittal	Provide date that needs statement is submitted to GDOT.
GDOT Office(s) Supporting	Provide, as possible at time of submittal, name(s) of GDOT person(s) from GDOT office(s) supporting the proposed research. This contact if not known at time of submittal should be TBA.